
Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, January 21, 2026

7:00 p.m. in-person and via zoom

1. Call to Order

Meeting called to order by Library Board Chair Brigid Wilkinson at 7:03 p.m.

2. Roll Call

Present: Sarah Bahm, Chair Brigid Wilkinson, Jule Booth, Erica Burkett, Thomas McLean via zoom.

Regrets: Nadia Pelletier-Lavigne, Erin Little, Melanie Ducharme.

Members of the Public: 1

3. Adoption of the Agenda

a. Addition: None.

Motion #2026-01

Moved by: Sarah Bahm

Seconded by: Erica Burkett

Be it resolved that the Temiskaming Shores Public Library Board accepts the January 21, 2026 agenda as amended.

Carried.

4. Declaration of conflict of interest: None.

5. Adoption of the Minutes

Motion #2026-02

Moved by: Jule Booth

Seconded by: Joyce Elson

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, November 26, 2025 as presented.

Carried.

6. Business arising from Minutes:

a. None.

7. Correspondence:

a. **From Ontario Financial Services.** Re: Public Library Operating Grant payment.
For information.

8. Secretary–Treasurer’s Report

Report, workplace inspection reports, monthly financial statement and Scotiabank Statements included in the trustees’ information packet.

Library CEO’s Report

January 15, 2026

Anniversary Date: On January 30, 2026 I will have been CEO at the Temiskaming Shores Public Library for 20 years. On that date I will be presenting at the OLA SuperConference.

Building:

Fire Safety checks are completed on a monthly basis and reported to the Fire Prevention Officer for the City. Workplace safety inspections are completed on a monthly basis by the Library’s Health and Safety Representative. There are no outstanding items on the Workplace Inspections list.

CJTT Chats: I did a chat on Tuesday, January 13. During the chats I summarize upcoming library programs and events. I will be scheduling the rest of the 2026 chats in the next few weeks.

Committees:

Federation of Ontario Public Libraries: I have been the Northern Ontario representative on the FOPL Board since 2017, nine years. My current term expires in the Spring of 2026 and I have decided to step away from the FOPL Board for a while.

Northern Lights Library Network: The group will be having a networking meeting on Monday, February 2, at the Temiskaming Shores Library.

Grants:

Connectivity Fund Grant: the funds for the 2026 Connectivity Fund Grant have been deposited. Ontario Library Services sent a letter inviting applications for extra funding, so I have submitted an application to cover some of the costs of our mobile wifi hotspot lending program. Deadline was January 9 and we should know if we were successful in February 2026.

Incidents: There were no incidents that required the aid of the OPP in the months of November and December. There was one Code of Conduct incident filed and resolved.

Inter-library loan: the issue with the Canada Post visa card was cleared up just before Christmas, so we opened lending books to other libraries in the ILL system in early January.

IPC (Information and Privacy Commissioner of Ontario) Reporting: Annual reporting under MFIPPA of access and correction requests of personal information has been completed for 2025.

OLA Superconference: Our presentation at the conference will take place on Friday, January 30. We were notified that it is a very popular session and that it looks like the registration for our session will exceed the room capacity. We have been invited to do a second virtual session this summer so that any registrants who were not able to attend can view our session at a later date.

Partnerships:

Community Volunteer Income Tax Program (CVITP): The library will be providing space for community income tax clinics twice a week in March and April, 2026.

Programs:

- Winter Reading Challenge for all ages until February 28
- Family Storytime on January 24
- Junior Mystery Date with a Book runs until February 13
- Rendez-vous surprise avec un livre junior
- Family Literacy day take away bags in both languages January 27
- Club de lecture le 10 février

Website: I have not had time to do any further training on the website. I will be focussing on a few other projects in January and February but hope to return to the website training in March. In the meantime I am doing a few updates as required.

	November 2025	November 2024
Library visits	2868 visits	2760 visits
Internet workstation use	257 workstation uses	213 workstation uses
Reference, IT support, reader's advisory and other staff interactions	842 (623 in-person, 219 by phone or electronically)	887 (642 in person, 245 by phone or electronically)
OverDrive Circulations	1463 (619 ebooks, 513 audio, 331 magazines) 90 Advantage Items	1506 (693 ebooks, 470 audio, 343 magazines) 58 Advantage (our library owned) items

Program	November 2025
Class visits	7 visits, 164 in attendance
Digital Literacy Sessions	7 in attendance
Heure de conte	9 in attendance
Preteen Paint & Sip	15 in attendance
Children's Christmas Craft	19 in attendance

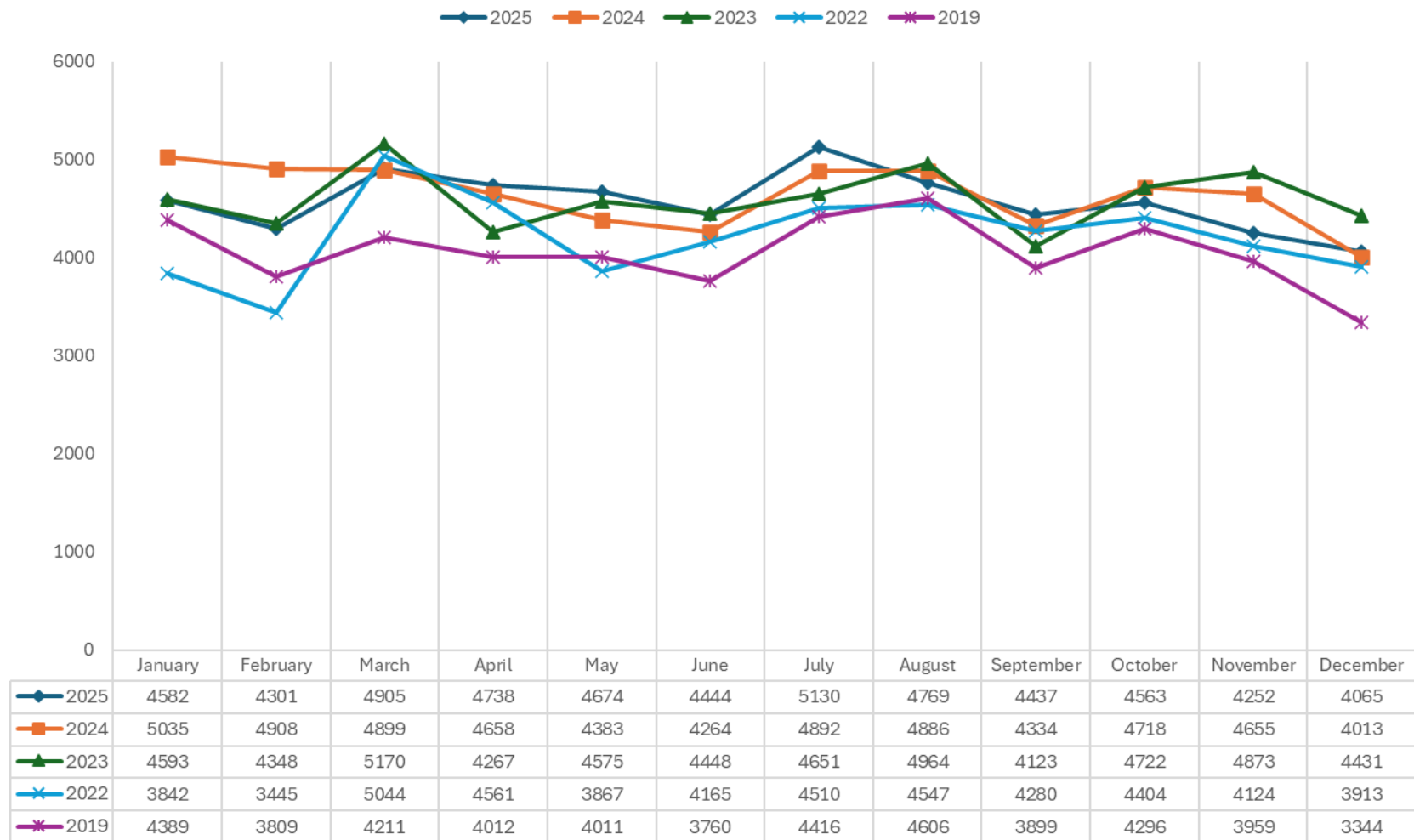
HAILEYBURY SATELLITE SERVICE
32 CIRCULATIONS

	December 2025	December 2024
Library visits	2092 visits	2087 visits
Internet workstation use	184 workstation uses	159 workstation uses
Reference, IT support, reader's advisory and other staff interactions	753 (564 in-person, 189 by phone or electronically)	620 (393 in person, 227 by phone or electronically)
OverDrive Circulations	1498 (700 ebooks, 483 audio, 315 magazines) 81 Advantage Items	1528 (746 ebooks, 527 audio, 255 magazines) 68 Advantage (our library owned) items

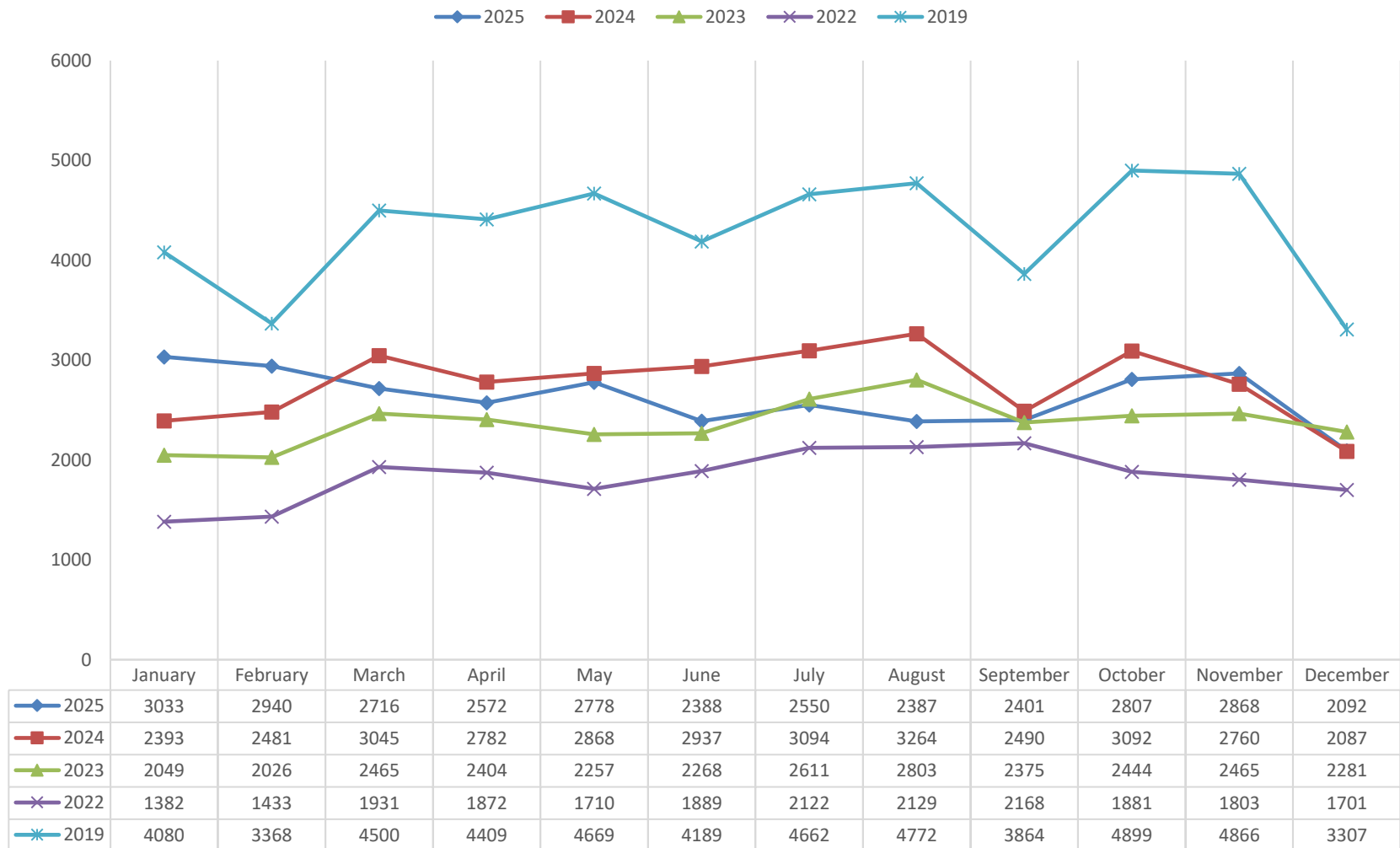
Program	December 2025
Class visits	2 visits, 39 in attendance
Digital Literacy Sessions	9 in attendance
Club de lecture	9 in attendance
Bricolage de Noël	9 in attendance
Family Fun Christmas Storytime	15 in attendance

HAILEYBURY SATELLITE SERVICE
18 CIRCULATIONS

CIRCULATION STATISTICS



VISITS TO THE LIBRARY



The Board reviewed the workplace inspection, financial and statistical reports, including the Scotiabank Statements as provided by the CEO.

Motion #2026-03

Moved by: Sarah Bahm

Seconded by: Thomas McLean

Be it resolved that the Temiskaming Shores Public Library Board accepts the January 21, 2026 Secretary-Treasurer's report, workplace inspection report and financial reports including Scotiabank statements.

Carried.

9. Committee Reports:

- a. Finance Committee: Nothing to report.
- b. Policy and Personnel Committee: Nothing to report. Will schedule a meeting in March.
- c. Strategic Planning Committee: Nothing to report. Will schedule a meeting in March.
- d. Library Services Committee: Nothing to report.

10. New Business:

- a. **By the Numbers 2025.** For information.
- b. **2025 Statistics report.** For information.

11. Policy Review

- a. **Policy TSPL Personnel-9 Salary Administration.** Review. Motion.

Motion #2026-04

Moved by: Jule Booth

Seconded by: Thomas McLean

Be it resolved that the Temiskaming Shores Public Library Board accepts policies: Personnel-9 Salary Administration policy as amended.

Carried

12. Closed session regarding identifiable individuals.

Motion #2026-05

Moved by: Erica Burkett

Seconded by: Sarah Bahm

Be it resolved that the Temiskaming Shores Public Library Board go into Closed Session at 7:29 p.m. in regards to identifiable individuals.

Carried.

Motion #2026-06

Moved by: Sarah Bahm

Seconded by: Joyce Elson

Be it resolved that the Temiskaming Shores Public Library Board rise from Closed Session at 7:43 p.m. with report.

Carried.

Motion #2026-07

Moved by: Joyce Elson

Seconded by: Jule Booth

Be it resolved that the Temiskaming Shores Public Library Board accepts the closed session minutes of the November 2025 meeting as reviewed by the board.

Carried.

13. Adjournment

a. Next meeting: Wednesday, February 25, 2026

Adjournment by Brigid at 7:43 p.m.

Chair –